

TGMI Steering Committee
Meeting Minutes
March 8, 2011

Committee Members:

Present:

E. Ross White – Chairman
Marilou Cook – Vice Chair
Jon Zirkle – Past Chair
Mehran Mostajir – 2009 Class President
Georganne Martin – 2009 Member at Large
Julie Lamb – 2009 Steering Committee Member
Debbie Knox – 2010 Steering Committee Member
Chris Harris – 2009 Member at Large

Excused Absent:

April Wright – 2010 Member at Large
Phyllis Hodges – 2010 Member at Large
Victor Barnes – 2010 Class President
Trish Pulley – Ex Officio
Dr. Tom Kohntopp – via conference call

Called To Order:

Meeting was called to order by Chairman E. Ross White at 2:15 pm. The meeting was held in the Crockett Tower 12th floor conference room.

Treasurer Report:

Debbie Knox presented a 2 page treasurer's report. (Attachment 1) Balance is \$1,188.13. St. Jude contribution from the Holiday breakfast has been paid. St. Jude's thank you note is attached. (Attachment 2)

Old Business:

a. Letter to TGMI Alumni Officers

The memo has been sent to Alumni Presidents and Reporters inviting them to a round table discussion and tour of Tricor. Georganne Martin will send out a reminder and some phone calls will be made to invite those who have not responded.

b. Alumni Involvement

Chairs of the sub-committees have been asked to reach out to the alumni and ask them to serve on the current committees.

c. Luncheon Conferences

Trish Pulley sent word via E. Ross White asking that when a luncheon conference was set, please list how the luncheon conference will benefit the alumni if they attended. Is it motivational, professional, education, or just for fun?

Committee Reports:

a. Charter Committee

No current report.

b. Communications Committee

No Current Report

c. Community Service Committee

April 2 will be Habitat for Humanity day. Contact Jon Zirkle, if you are interested in participating. Volunteers must be at the job site by 7:00 a.m. There are forms that will need to be completed and brought by all volunteers. Jon Zirkle can email these forms to anyone who is interested.

Julie Lamb brought information concerning Adopt A Highway. TGMI can have a 2 mile stretch of road. In the beginning there will be a training video and once there has been one group clean up, the state will put up a sign stating that TGMI is sponsoring the clean up of the next 2 miles. The recommendation is a clean up 4 times a year but it could be only 2 times a year. Georganne Martin proposed that Julie Lamb get 3 possible areas and bring the proposed road areas back to the next Steering Committee. Chris Harris seconded the motion and all confirmed.

Market Place – Is affiliated with Preston Taylor homes. High School students are screened and then placed with a professional to shadow them for a work day. This is to encourage students to do well in school and to get a post high school education.

d. Events Committee

March 21 is the alumni presidents and reporters day starting at 10:00. This will be a round table discussion of ideas to keep the alumni connected and participating in the events. A tour of Tricor will follow. It is a brown bag luncheon so all attendees are to bring their lunch. Mehran will check on getting some ice and bottled water for the meeting.

e. Education and Leadership Development Committee

Leadership Mentor Project – Mehran Mostajir distributed a draft of guidelines as to how the mentoring program would work. (See attachment 3.) E. Ross White stated he would share this with Trish Pulley at personnel. The mentoring program

will not deal with personnel issues, benefits, evaluations, retirement, or other sensitive matters. This would be to help an organization with project brain storming, efficiency, effectiveness, customer service, and other management type issues. Once the criteria have been developed, the alumni could ask Dr. Kohntopp with UT to put them on the agenda while the new class is attending their 2 week sessions. The alumni will explain that this is part of becoming an alumni and the volunteer spirit as managers.

Marilou Cook still needs volunteers for the Speakers Bureau. The next one is at Scott Hills School in Regan, TN. They need someone to speak to students from 8:30 to 10:30. Students will rotate every 30 minutes from class room to class room. Each company would be set up in a class room to answer student's questions and present anything they wanted. The date is April 6.

Mehran Mostajir asked that we not forget about TN Center for Performance Excellence. Tricor is working on this certification now. FedEx, Caterpillar and Kodak have already been awarded the certificate for Performance Excellence. Their web site is TNCPE.ORG.

New Business:

a. Banner

Mehran Mostajir brought 2 examples of possible banners. The banner will be used at the Speakers Bureau. He presented pricing from Kinko. He will also contact the TN Graphics Arts Design Department and see what they can offer for design and pricing. Jon Zirkle provided Tammy Golden as a contact.

b. 2011 Class

April 1 is orientation for the 2011 class at the TBI facility. The first week will be in Knoxville during May 8-13. The second week will be at Montgomery Bell during June 6-10.

A luncheon conference will be scheduled between April 1 and May 8, so the new class can meet some alumni and ask any questions.

The TGEI dates are August 14-19 and October 3-7. Both weeks are in Knoxville.

Reading Recommendations:

Current month's recommended readings are:

Gladwell, M. (2002). The tipping point: How little things can make a big difference. New York: Little, Brown, & Company. ISBN 0-316-34662-4.

Previous recommended readings are:

Agenda and Discussion: How State Government Executive and middle Managers and Administrative Policy by OLSHFSKI

The Feiner Points of Leadership by Michael Feiner

The Oz Principle: Getting Results through Individual and Organizational Accountability

Roger Conners, Tom Smith, and Craig Hickman

Relationships 101: What Every Leader Needs to Know
John C. Maxwell

Strength Based Leadership by Rath and Conchie

This Ain't No Practice Life by Michael Burt

Good to Great by Jim Collins

Leadership Gold by John Maxwell

On Becoming a Great Leader (2003 Edition) by W. Bennis

Meeting adjourned at 4:06.

Regards,

Georganne Martin

Description	Date	Deposits	Withdrawals	Running Balance
Balance per Wells Fargo Online Statement	2/4/2011			<u>2,833.79</u>
Check Order	2/22/2011		44.60	2,789.19
Check # 998 St Jude Children's Hospital	2/23/2011		100.00	2,689.19
Check # 1001	3/2/2011		1,501.06	<u>1,188.13</u>
Balance per Wells Fargo Online Statement	3/2/2011			<u>1,188.13</u>

Financial Activity Report:

- Checking account balance forward from February 2011 is \$2,833.79.
- Checks/deposit slips with TGMI Alumni Association name pre-printed were purchased at a cost of \$44.60.
- Payments were made to Montgomery Bell for catering services in the amount of \$1,501.06, and to St Jude Children's Hospital in the amount of \$100.00
- Current balance in the checking account is \$1,188.13.
- Refer to attached Checking Account Reconciliation through March 2, 2011 closing date.

Other Business:

- The unused checks and deposit slips from the closed Regions checking account, the deposit slips with the Wachovia bank name, and unused counter checks from Wachovia have been destroyed by shredding.



March 1, 2011

T G M I Alumni Assoc
Attn: Deborah Knox; Treasurer
312 Rosa L Parks Ave Fl 20
Nashville, TN 37243-1102



* In 1970, St. Jude issued a statement that *
* would have been impossible a decade *
* before: "Leukemia can no longer be *
* considered an incurable disease." *

Dear Friend,

Thank you for your generous gift of \$100 to St. Jude Children's Research Hospital. Your support is helping save children like 6-year-old Seth . . .

You see, Seth wasn't sleeping or eating and his skin was yellow, so his mother rushed him to a local children's hospital on Christmas Eve morning.

"It's OK," Seth assured his worried mother. "I'm sick, but I'm going to come back home." His family had no idea what was in store for them, but somehow, Seth seemed to know that he was sick.

It was just a few hours later that his family learned how sick he truly was -- the sweet boy was in the grips of acute lymphoblastic leukemia, a deadly form of childhood cancer.

His mom remembers, "Cancer was the furthest thing from my mind. It devastated me."

Fortunately, Seth was referred to St. Jude where our doctors placed him on a two-and-a-half-year protocol of chemotherapy to try and save his life.

Seth has adjusted to the rigors of cancer treatment very well -- even his hair falling out. "When his hair fell out, we started calling Seth our 'Fuzzy Wuzzy,'" his mom says. "With his hair out, he thinks he's just the most handsome guy around."

Seth's mom says, "I hope the people who donate know they're saving kids' lives every day. That's a selfless act. They're doing something they should be very proud of and words can't express how much thanks we have."

When asked what his favorite things about St. Jude are, Seth says, "Walking around and playing in the playrooms -- and the fish tanks! And the nurses and playing games."

God bless your good heart for helping this sweet little boy receive the lifesaving treatment he needs to survive.

For the children,

Marlo Thomas

P.S. Please accept these special occasion labels as a special gift of thanks from the children of St. Jude.

P.O. Box 50 • Memphis, TN 38101 • 1-800-822-6344
www.stjude.org

Leadership Mentor Project

1. Define Purpose

TGMI alumni volunteers as a more experienced, seasoned and wiser person who would help a less experienced person to develop in some specified capacity

2. Define targeted audience

Any up and coming or a newly appointed manager

3. Define the following:

- a. **What is the structure of the of mentorship within TGMI**
Developed and monitored through TGMI leadership committee
- b. **How does an alumni volunteer to be a mentor**
We will regularly announce this program in our quarterly newsletter. A volunteer may register online or through direct contact with the TGMI Leadership committee chair. (Do we require supervisor approval before accepting the volunteer?)
- c. **How does a manager apply to have a mentor**
Recommended or appointed by the reporting director/commissionaire
- d. **How do we assign a mentor to a manager**
- e. **Will there be a training for the volunteers**
- f. **How long would this mentorship last if it does**

4. How do we measure the success of this program

Through survey...

5. How do we review and improve this program in a timely manner

6. When do we expect this program to be implemented

TGMI Alumni Officers/Representatives Meeting
March 21, 2011
10 a.m. – 12 p.m.
Labor and Work Force Development TN Room

Attendees:

Victory Barnes
Christina Coleman
Donna Duarte
Lauren Hill
Phyllis Hodges
Melvin Jones
Debbie Knox
Dr. Tom Kohntopp
Rusty Lacy
Georganne Martin
Mehran Mostajir
Ross White
Candace Williams
Jon Zirkle
Teresa Bullington

Many thanks go out to Mehran Mostajir for setting up the conference room and providing cooler stocked with ice and sodas.

Jon Zirkle – Chair of the Community Service Committee

Habitat for Humanity Event Scheduled for April 2.

Canoe trip for river clean up scheduled for October.

Adopt a Highway – TGMI Steering Committee is looking at adopting a 2 mile stretch to be cleaned up by TGMI alumni at least twice a year. TGMI would have a sign at each end of the 2 mile stretch.

Volunteers would be a must.

New ideas for projects from each class are in great need to help energize the alumni.

Marilou Cook – Chair of the Speakers Bureau

Marilou Cook was not able to make the meeting but Georganne Martin and Ross White told the group about the Speakers Bureau and how it works. If any one is interested, please in helping with some of these events, please contact Marilou Cook at Marilou.Cook@TN.GOV.

A new banner was presented to the group. The banner has the TGMI logo and shows some of the many and varied types of jobs available to young professionals seeking employment with state government. The banner may be used at the Speaker Bureau events.

Phyllis Hodges – Chair of the Events Committee

Phyllis Hodges had a hand out that explained what the Events Committee needed. Ideas for luncheon conferences help with Fall Conference and help with the Holiday Breakfast. Holiday Breakfast is scheduled at the Ellington Center again on December 2.

Open Discussion:

New Class Officers:

This took on two issues: one is what alumni classes do when a class officer leaves state government and what guidelines are provided to the new class as to what is expected of the officers being voted in by the current class.

Alumni Classes:

Alumni classes should take it upon themselves to elect new officers for vacancies that occur due to officers leaving state government.

The comment was made that it is hard to get all the class members to communicate and stay connected when they only see each other at the fall conference and the Holiday Breakfast and then some folks don't make those.

Current Class:

Last year an alumnus went up and spoke to the current class and talked about the positions that would need to be elected such as president and class reporter in the second week. The comment was made that the class did not understand the responsibilities of these positions and that there needed to be some guidelines presented in the first week so the class could have time to consider them. It was agreed that an alumnus would go this year and not only talk about the positions to be voted upon, but to explain the time and energy that needed to go into these positions. Jon Zirkle and E. Ross White agreed to set a time assigned to go talk with the new class.

Alumni Involvement:

There was a lot of discussion on how to keep the energy going once you have graduated from TGMI and you become alumni. The alumni need to keep the energy and excitement alive within state Government. The following are suggestions:

1. Have a standard day each month, such as the first Tuesday, that if you are a TGMI alumni you wear your TGMI pin, or TGMI shirt to work that day.
2. We have a standing lunch at the Bicentennial Mall or Farmers Market on a standard given day each month, such as the first Wednesday. All alumni would be invited each month.
3. The alumni pick a project and work on it together. The project will have deadlines. People have a sense of accomplishment and involvement. Could be tied to mentoring managers in other department or agencies that have been previously suggested.
4. Time to be set aside at the fall conference for each alumni class to huddle up and be together, this could occur at lunch time. If lunch is catered, then each class can grab their brown bag lunch and get together in a room and visit. The lunch time should be more than an hour. Give time for visiting and if needed business of the class to be handled.

5. Mentors are assigned to the current year class members to meet with them either by email, phone or in person to encourage them and answer any questions. Some mentor training could be provided as part of the two week experience or luncheon conferences. This cannot involve disciplinary actions, civil service issues, or personal health issues. This would have to stay project driven covering many areas talked about in our two week experience like motivation, leadership, change management, customer service, etc..
6. TGMI has a Speakers Bureau where many can go out and speak to school groups, but about what about a Members Bureau. This would allow folks to come together and talk about topics that affect their work. Maybe fellow alumni can give them a new fresh approach.
7. The IDP – Individual Development Planning scores will report where a TGMI member is strong and where they are weak. Maybe set up alumni that are strong in one area with someone that is weak in that same area and have mentoring within the group. Grow from each other.

Leadership Training

Lead TN, TGMI, and TGEI are the three leadership development programs for the state of Tennessee.

UT is responsible for the program development and program delivery of TGMI and TGEI. TGMI and TGEI are part of the UT - IPS Jimmy Naifeh Center for Effective Leadership.

DoHR is responsible for the program development and program delivery of Lead TN. DoHR is responsible for the guidance, support, and development of the TGMI and TGEI alumni associations. DoHR hosts a monthly leadership team meeting of the current TGEI and TGMI Steering Committee Officers for collaboration and planning.

All three programs (TGMI, TGEI & Lead TN) are funded by the participant fees paid by their agencies. UT is the comptroller of the endowment fund that was created for TGMI and TGEI

Social Networking

Could the alumni association set up a twitter page or a Face book? Many members probably do not take the time to read the minutes of the Steering Committee each and every month, but if there was a Community Service project up coming the event could be posted on the social network, received on the alumni's phone or by email and the turn out would probably be much better.

Current projects and comments concerning the project could be posted here.

It would be a way for class members to stay connected.

UT has something that we may be able to use. Dr. Kohntopp stated that they were already working on something and it would just need to be finalized. This will be followed up on by the Steering Committee.

Current Year Class:

As previously mentioned, the duties of the officers need to be explained in detail.

The Steering Committee sponsored cook out at Montgomery Bell for the current year class should be opened up to all alumni who want to attend. The comment was made that last year there were not enough alumni to sit and visit with the current class members. There were only a few from the Steering Committee and those few could not get around to everyone. That was because the Steering Committee members only were invited. It was agreed that the Montgomery Bell Steering Committee sponsored cook out would be opened to all alumni. The alumni will pay for their own dinner. The class members' meals are funded through their per diem for dinner that night. The current year class will be at Montgomery Bell June 5-10. The dinner could be Tuesday – June 7, Wednesday – June 8, or Thursday – June 9. It was agreed that we would shoot for Tuesday or Wednesday.

UT's Wish List of the Alumni

The first week of the 2011 class is in Knoxville, May 8-13. Alumni should come up to talk about the alumni association - life after graduation. This is what is expected of the current class after 2 weeks of intense training:

1. the luncheon to pass the blender to the next year's class,
2. electing officers,
3. community service projects,
4. helping with orientation next year,
5. helping with fall conference,
6. attending quarterly sponsored luncheon meetings,
7. newsletter events (birth of a child, retirement, promotion,)
8. there may be CEU available in the future for selected reading that will be posted on the web-site and answering a few questions. More information coming on this in the future.

Events Committee

Fall Conference:

Once previously mentioned, a time for the alumni of each class to group together and discuss issues. This may be the very time each year that the classes decide to elect new officers.

The committee chairs have time to speak about what the committees have done during the last year and where they are headed. What volunteers are needed? Ask alumni to serve on some of these committees for the up coming year.

The fall conference should have a speaker that addresses new fresh ideas on how to be a better manager. Give the audience management tools.

We tend to cycle through state department or agency heads speaking one year and paid speakers another depending on events or feel of the organizers. Maybe a balance of those each year would be more effective.

Quarterly Luncheons Suggestions were:

Talk about the program in the emails that are sent out.

Tell why it would be beneficial to attend.

Have guest speakers that are management or career oriented.

Let it be more than a lunch hour.

Offer CEU.

Have some in East or West TN.